

FY01 AMENDED BUDGET ESTIMATES SUBMISSION (ABES)

MILITARY FAMILY HOUSING (MFH) GUIDELINES

A. GENERAL GUIDELINES:

1. The ABES for FY01 will be arranged uniformly by all commands. The Table of Contents included in this package (Attachment 3) will be used by all commands with appropriate tabs. Exhibits have been renumbered/re-titled to agree with the changes provided in the DoD Financial Management Regulation (DOD 7000.14-R), Chapter 6 and are listed at Attachment 4.
2. Each page of the submission must show MAJCOM symbol, date, and page number.
3. For the hard copy submission, please ensure the type is good quality and the pages are prepared in landscape format. All data will be provided on 8.5 x 11 inch sized paper and all additional sheets (not on Exhibit formats) must have a 1.25-inch left margin. Electronic instructions are posted on the web page.
4. Each section should have a separate tab page with an appropriate tab number indicated. Do NOT put tabs on the exhibit pages.
5. Leasing Guidance: Specify all requirements in each sub-account separately (P723, P724, P725, P726; do not combine as P723/724 and P725/726. You may move funds between sub-accounts, but you cannot change the overall total for the Lease account. If the bogey exceeds requirements, identify the excess with a suggestion to cover other critical unfunded requirements.
6. Utilities Guidance: Utilities are a “must pay” and must be fully funded using approved rates. The bogey provided is considered adequate. If the bogey exceeds requirements you should transfer the excess funding to cover other critical requirements that are unfunded. **If during the fiscal year a shortage of utility funds develops after funds have been transferred out of utilities, you will fund the shortage internally up to the value of such transfers before requesting additional utility funds from HQ USAF.**

B. SPECIFIC EXHIBIT GUIDELINES:

1. **FH-2 Family Housing Operation and Maintenance (Inventory Data):** Provide separate estimate of direct and reimbursement O&M funding by budget project, sub-account, and geographic area for each of the following fiscal years: **Current Year FY99, Fin Plan Year FY00, and Budget Year FY01.** Inventory data is provided. The totals reflected on the FH-2 must agree with our total MAJCOM funding target. Anticipated reimbursements by budget project must agree with Exhibit FH-9.

2. **FH-3 Furnishings Summary:** Furnishings requested should be based on actual projection of requirements (including moving and handling). MAJCOMs should estimate appliance requirements using previous consumption and projected utilization of appliances. Show estimated "actual" obligations for FY99 and programmed requirements for FY00/01. Provide narrative explaining initial issues. The sum of furnishings for Foreign, CONUS, and U. S. Overseas must equal the total furnishings requirement and must agree with the direct funding requested for the Furnishings sub-account.

3. **FH-4, FH-4A, FH-4B Leasing:**

a. Use Exhibit FH-4 to show total lease authorized for Domestic and Foreign (excluding Section 801/802 leases). Information should be provided at the installation or community level, whichever is most applicable. For FY99/00/01 show units authorized, lease months, and cost.

b. Use FH-4A to show analysis of authorized high cost Domestic and Foreign leases (excluding Section 801/802 leases) for FY99/00/01. Under Section 2828 of 10 U.S.C. the high cost limit for overseas is \$20,000 adjusted for foreign currency fluctuation from 1 October 1987. To determine the impact of foreign currency fluctuation on the rental rate, this high cost "cap" rental rate must be computed for each foreign country, each year, to adjust for the impact of foreign currency fluctuation.

c. Exhibit FH-4B should be used to identify the Section 801 Build Lease Program. List number of units and cost by location for FY99/00/01. For FY99, show the actual number of units occupied for the current year in lease-years as well as the actual cost for the project. For FY00, show the program based on anticipated number of units to be occupied in lease-years. For FY01, show the funds requested and the number of units expected to be occupied for that budget year.

4. **FH-5 Historic Housing Cost:** The DOD Appropriations Act for FY1990, directed changes in the reporting of maintenance and repair costs associated with historic housing. Provide the costs associated with family housing maintenance (improvements and repair) for historical units for FY99/00/01.

5. **Family Housing Obligations by Installation:** Provide estimate of obligations by location for which MFH funds will be required for FY99/00/01. DO NOT include leasing requirements. (Prior year data for FY96-98 maybe submitted but not required.)

6. **FH-9 Reimbursements:** Provide actual reimbursement for FY99 and current estimates for FY00/01. In addition, provide detailed descriptions for program changes from FY99 to FY00 and FY00 to FY01. Categorize reimbursements by:

Federal Fund Orders
Trust Fund Orders
Non-Federal Orders

7. **FH-10 Utilities:** Exhibit requests in-depth detail and justification for all utilities consumed

in MFH. Provide a short narrative describing what the funds will be used for and highlighting the most significant details of the request. A section should be included dealing with energy consumption reductions accomplished and progress made towards meeting Congressional and Defense energy goals of one (1) percent per year per square foot of used space. FY01 utility estimates should be developed based on known increases above the FY99 level of funding. The program continues to be closely scrutinized by reviewing officials, and detailed estimates and justifications to support and defend our utility dollars are required. List all applicable utilities in the following:

- a. Electricity: Unit of measure is KWH. Include both purchased and base produced as a single entry.
- b. Heating:
 - (1) Gas: Unit of measure is KCF.
 - (2) Fuel Oil: Unit of measure is barrels. Separate residuals and distillates.
 - (3) Purchased Steam: Unit of measure is MBTU.
 - (4) Heat Plants Coal Fired: Unit of measure is MBTU.
 - (5) Heat Plants Other than Gas, Oil or Coal Fired: Unit of measure is MBTU.
- c. Water: Unit of measure is K gallons. Include both purchased and base produced as a single entry.
- d. Sewage: Unit of measure is K gallons. Include both purchased and base produced as a single entry.

The sum of utility funds requested must agree with the direct finding requested in the Utilities sub-account on the FH-2 Family Housing Operation and Maintenance (Inventory Data).

8. FH-11 & FH-11A Foreign Currency Requirements: Financial Plan year and budget year exchange rates are specified in the exhibit. Use FH-11 to provide foreign currency data by budget project (Operation, Utilities, Maintenance, and Leases (P723/724). FH-11A breaks out the Operations program identified on the FH-11 by Management, Services, Furnishings, and Miscellaneous. Information is required for FY99/00/01/02 and **used in preparation of the PB-18 exhibit** which will be prepared by the Air Staff.

9. FH-12 Backlog of Deferred Maintenance and Repair: Provide a summary of the backlog of deferred maintenance and repair for FY99/00/01. In the narrative, describe the plans for reducing the backlog to a manageable level.

10. FH-13 and FH-13A Overseas Funding: The Defense appropriations Act, FY 1989 (P.L. 100-493) includes language in Section 8125 requiring the Department to furnish estimates for overseas costs. It also requires the Department to specify burden sharing initiatives to obtain allied host nations financing for the increased costs.

- a. Use Exhibit FH-13 to provide overseas cost figures for Family Housing O&M and

Construction for FY99/00/01. For the narrative, provide an overall summary of your program overseas for both appropriations. At the bottom of the form, provide appropriation detail by country for FY99/00/01. Both sections, by appropriation and by country, should balance.

b. Use Exhibit FH-13A to provide sub-account detail for Family Housing O&M and Construction, by country, for FY99/00/01. This form must be in full agreement with the FH-13 by country and funding category (O&M and Construction).

11. FH-15 Maintenance and Repair Over \$20K Per Unit: Use FH-15 to provide FY00/01 data on maintenance and repair projects for which the per unit maintenance costs exceeds \$20,000 for non-General Officer's Quarters units. As a minimum, provide for each project: (1) location; (2) number of units; (3) year built; (4) per unit cost; (5) total square meters of unit and square meters of project; and (6) total cost. Also, note the total Post Acquisition Construction and non-routine maintenance for the unit or set of units over the past five years. Projects should be listed alphabetically by state and country. **Include a DD Form 1391 and DD Form 1391c describing the project.**

12. FH-16 General Officer's Quarters (GOQ) Maintenance and Repair Over \$25K Per Unit: Use FH-16 to provide advance notification for all GOQs in which obligations are expected to exceed the \$25,000 limit in maintenance and repair funds in a fiscal year. Provide a summary statement discussing efforts to reduce expenditures with cost effective planning for these "high cost" units. **For FY01**, provide a listing which includes the following for each GOQ: (1) location; (2) quarters identification; (3) size of unit in square meters; (4) year built; (5) operations total; (6) utilities total; (7) maintenance and repair total; and (8) total O&M. Also, note the total Post Acquisition Construction and non-routine maintenance for the unit or set of units over the past five years. Projects should be listed alphabetically by state and country. **Include a DD Form 1391 and DD Form 1391C describing the project.**

13. FH-16 General Officer's Quarters (GOQ) Maintenance and Repair Over \$15K Per Unit and Less Than \$25K Per Unit: Use FH-16 to provide advance notification for all GOQs in which obligations are expected to cost between \$15,000 - \$25,000 in maintenance and repair funds in a fiscal year. **For FY00 and FY01**, provide a listing which includes the following for each GOQ: (1) location; (2) quarters identification; (3) size of unit in square meters; (4) year built; (5) operations total; (6) utilities total; (7) maintenance and repair total; and (8) total O&M. Also, note the total Post Acquisition Construction and non-routine maintenance for the unit or set of units over the past five years. Projects should be listed alphabetically by state and country. **Include a DD Form 1391 and DD Form 1391C describing the project.**

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